English and Communication Majors:

There is an internship available for the Peace Poetry project. If you are interested, please contact the director, Dr. Sharmain van Blommestein, English and Communication Department, 267-3158 or vanblos@potsdam.edu. Please send or email your CV/resume (1 page) and a brief statement (1 paragraph) of why you think you are the best person for the "job" and why you think this internship will benefit you. Please respond by January 1st.

Description of Duties:

Managing submissions and recruiting judges for the competition. 
**Must have a knowledge of Microsoft Publisher, Word, and other Programs related to publishing (very important).**

Assist in designing the chapbook for final printing—so the person must have a knowledge of Microsoft programs (very important)

Some Editing skills needed, but student would also gain editing, publishing, and PR skills.

Although you do get to work with editing and compiling a poetry book, the job is also PR related and requires someone who has organizational skills, **pays attention to details (since it requires a lot of revising and editing),** and does not get bored easily, since you will be checking things many times before it goes to the print shop.

Eventually assisting in choosing the FINAL poems to make the book. Making copies as needed (which ends up being many). Printing the names on the award certificates

Organizing the basic competition such as talking to the sound crew, reserving tables, and Dunn theater for the reading night.

Recruiting students and faculty to help at the competition.